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ABSTRACT

This small handbook is intended to answer questions of students enrolled in the Instructional Television for Students (ITFS) program, a closed-circuit interactive television system of California State University at Chico. This guide provides general information on the ITFS system (officially designated Instructional Television Fixed Service), whereby classes originating on the Chico campus are simultaneously broadcast live to various ITFS sites within Northeastern California, and students watch the live television and interact with the Chico classes via telephone or radio. Academic programs available are summarized and procedures for obtaining additional information are provided. The ITFS classroom experience is described and suggestions are made about what students should expect. The attributes of successful ITFS students are outlined. Additional sections suggest study techniques, library services available, and use of those services. Information is provided on the following student services: admissions and records, advising and orientation, associated students, counseling and career planning, disabled student services, instructionally related activities, placement office, student development programs, student financial aid, student health center, and veterans affairs. A list of major offices and phone numbers completes the handbook. (LMM)

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ITFS Student Handbook

California State University, Chico

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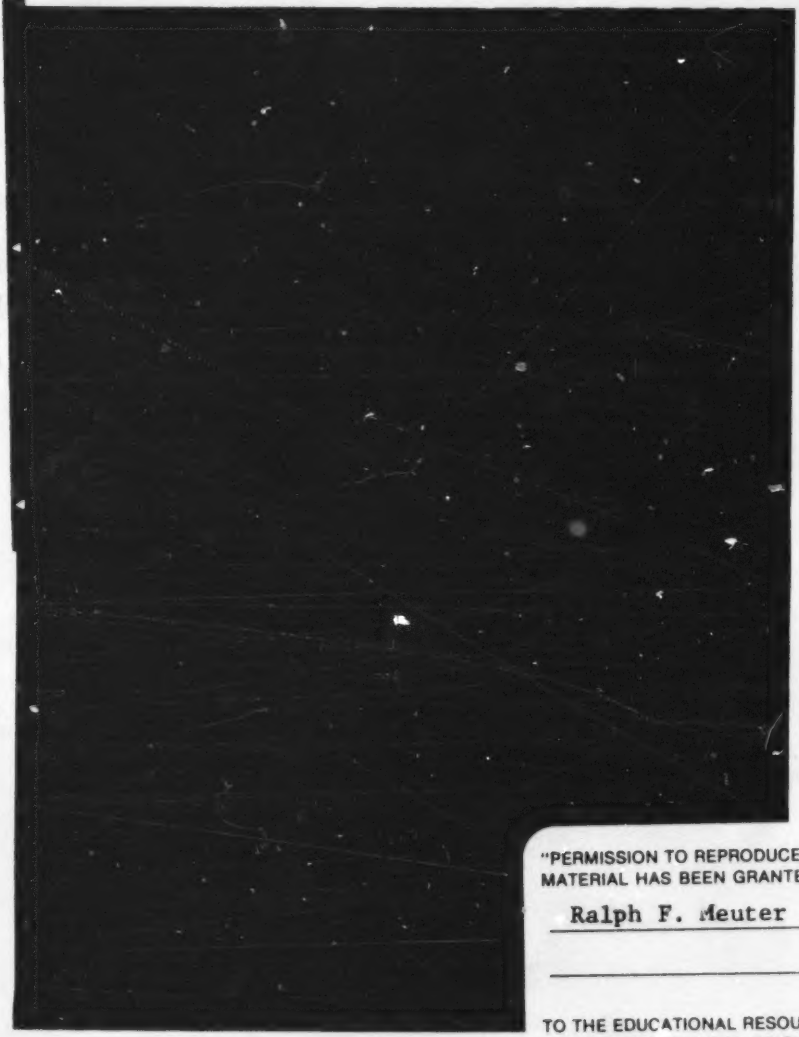

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2. **Weed:** College of the Siskiyous (Library) & home reception through Siskiyou Cable Company.
3. **Weaverville:** Trinity County Schools Office & home reception through Trinity Cable Company.
4. **Redding:** Shasta County

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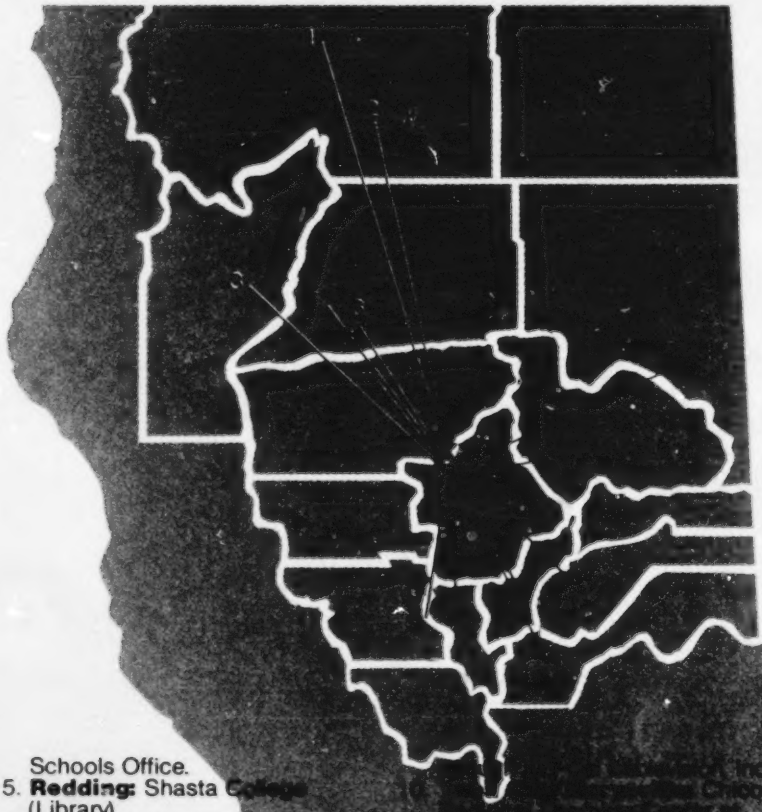

Schools Office.
5. **Redding:** Shasta College (Library).
6. **Anderson:** Anderson High School (Library).
7. **Red Bluff:** Antelope Elementary School.
8. **Oroville:** Butte County Schools Office (Media Center & home reception through Nor-Cal Cablevision Inc.
9. **Colusa:** Colusa Unified School District Office & home r

Preface

This handbook is written expressly with the ITFS student in mind. It is intended to answer questions and provide information which you as an ITFS student will need in order to maximize your learning experiences through the medium of closed circuit, interactive television. In addition to this handbook, you should also consult the **University Catalog** and **Class Schedule** when you have questions about your academic program. These documents also describe University policies and procedures of which all Chico State students should be aware.

As an ITFS student of CSU, Chico, you are participating in one of the most expansive and creative systems of delivering educational services to a large, sparsely populated region. California State University, Chico is committed to serve the educational needs of the people of Northeastern California, that combination of some twelve counties extending from the area north of Sacramento to the Oregon border and from the coastal mountains to the Nevada border. This region occupies over one-fifth of the land area of California, but contains only about two percent of the state's population. Thus, in addition to you fulfilling your own educational needs, you are also among a select group of people pioneering a unique higher education experience. In that regard, if you have comments, suggestions or helpful criticisms, we would appreciate hearing from you.

California State University, Chico, is your University. Take advantage of the opportunity of allowing us to share some of its resources with you.

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Background of ITFS

Instructional Television For Students (ITFS) is a system whereby classes, which originate on the Chico campus, are simultaneously broadcast live to various ITFS sites within Northeastern California. Students at the site watch the live television classes and interact with the Chico class via telephone or radio.

You may attend ITFS courses at your local Learning Center site, or if you are a subscriber to one of the participating cable companies, you may take Chico ITFS courses in your own home by renting a brown box from the University. Brown boxes are available to subscribers of the Trinity Cable Company (Weaverville), Nor-Cal Cablevision, Inc. (Colusa, Marysville, Yuba City and Oroville), Shasta Cable TV, Inc. (Weed) and Cal-Nor Cableview (Yreka).

Students need not come to Chico to register. At the beginning of each semester a Chico State representative is available at all sites to assist with the admissions and registration process. If all admission requirements are met, students may register for ITFS courses and pay the same fees as on-campus students. On a space-available basis, ITFS courses may be taken under the Open University (REX) Program. The purpose of the Open University (REX) Program is to provide an opportunity for residents of the University's service area to enroll in regularly scheduled classes without going through the formal admission

procedures. Students enrolling under the Open University (REX) Program pay the current Extension fee.

Just as all the admissions and registration process can be handled by mail, all books and other class materials may also be handled through the mail. ITFS students are encouraged, however, to come visit the Chico campus.

Early each semester a Saturday is designated as ITFS On-Campus Day. Students are encouraged to come to Chico and representatives from various on-campus offices and ITFS instructors are gathered so you may meet and talk to them in person. This day is also a good time to use the library or the bookstore and get a chance to know CSU, Chico and its environs. While ITFS students attend class at an off-campus site, and much of the communication with campus is handled over TV, by phone or by mail, the ITFS student is still a student at California State University, Chico.

Academic Programs Available

All courses offered via ITFS carry upper division credit, with some courses designated as graduate credit for graduate students. Courses have been offered from every School in the University with the School of Behavioral and Social Science and the School of Education and Physical Education offering the most.

The School of Behavioral and Social Science has several programs which are available to the ITFS students. Currently the major component of the B.A. degree in Social Science are offered over ITFS. With careful planning, students who have completed 70 semester units at their community college can virtually complete the Social Science degree without studying at the Chico campus. The 30 units of upper division courses required for the Social Science degree are offered in a two and a half year cycle (two courses each semester). Many of the electives needed to meet the 124 total units required for the B.A. degree to be granted can be taken either over ITFS or perhaps in off-campus extension courses offered by CSU, Chico. A student could also combine taking courses over ITFS during the academic year and then come to Chico during the summer to complete the elective units.

Other programs which the School of Behavioral and Social Science have put together include a minor in Family Relations and a minor in Gerontology. Further plans include offering a Certificate in Paralegal Studies, and possibly minors in Child Welfare, Psychology and California Studies.

Students who would like more information about the Social Science degree or any of the other programs mentioned above should contact the Coordinator of Social Science and Special Programs at 895-6171.

The School of Education and Physical Education has offered, via ITFS, many courses needed by teachers in Northeastern California. Besides offering courses which help teachers upgrade their credential, the School of Education and Physical Education has also offered courses specifically designed to answer the demands of current legislation. Subject areas covered include Special Education, Designated Subject Credential, the Resource Specialist Teacher, Speech Pathology, and Educational Research.

The ITFS program also offers courses in many other disciplines such as Humanities, Health Science, Psychology, Anthropology, Religious Studies, Business and more. The University is committed to the ITFS program and continues to encourage Schools and Departments to put together degree/minor programs to be offered via ITFS.

General inquiries concerning the ITFS program should be directed to the Center for Regional and Continuing Education at 895-6105.

The ITFS Classroom Experience

ITFS students should expect from their television professor what they would expect from them in a regular classroom. In fact, when students are at a community TV classroom site or participating from their homes, they should consider themselves as part of a campus class session. Teachers instructing through ITFS will lecture, write on the board, present expert guests, show films and slides, expect student participation, require use of library resources, and hand out materials.

ITFS students should not expect teaching methods built around a "TV show." You should expect good, solid classroom instruction through the medium of television. When watching regular television, you will find entertainment, relaxation, no interactive involvement; and if you don't understand what you're watching, you change the channel. When participating in ITFS television classes, you should expect to learn from the message, to participate by interaction, to ask questions, and to be committed.

ITFS Students

Our experience has shown us that successful ITFS students have the following attributes:

Clear and Realistic Goals. You need to identify both short and long-term goals which will give you the impetus to begin and complete each segment of your education.

The Support of Family and Friends. Progress is made much easier when others share your goals and progress.

Good Organization. Besides necessary class and study time, you still have to continue with earning a living, be a family member, and take part in your community. All of this requires good planning and organization.

A Desire to Learn. Be open to new or conflicting ideas, ask questions which may or may not have answers, look for principles and unifying thoughts, and try to apply your new education to your everyday life.

While you probably will experience doubts regarding your educational progress, capitalize on your experience, knowledge, and motivation.

EXIT

Suggestions On How To Study

This section has been developed as a guide to help you make the most of your study time. We realize, of course, that few students will be able to follow these suggestions all of the time. Research has shown, though, that these suggestions do help maximize learning. We encourage you to incorporate as many as possible into your routine of study.

When

Review your notes after each class period.

After each class period, plan the study sessions necessary before the next class.

Study some each day. There is no substitute for daily preparation.

Find out when you study best (morning, afternoon, evening) and reserve that time for intense concentration.

Each hour used for study during the day is equal to one and one-half hours of study at night.

Review on the way to class and when waiting for class to begin.

Study time is your time. Others will respect it if they know you're studying.

How

Relax, sleep, and eat well. Your body will be satisfied and your mind can then be challenged.

Write down what you plan to achieve, the major objectives you wish to accomplish in the course, as well as individual class assignments.

Study with **questions** in mind. A good way to review is to make questions from your material and then answer those questions out loud. Listen for questions which you're asked in class and write them down. You may see them again!

Never study without concentration. If you find yourself reading and your mind wanders somewhere else, stop, get up, and start again. Don't reinforce the poor habit of studying without full concentration.

Make studying enjoyable. Without the pressure of time deadlines, studying and learning can be interesting.

Deal with distractions. If something is bothering you (i.e., noise, hunger, sleepiness), take care of it and then continue studying.

Where

Look over your home and community, and find the study place which best suits you.

Try to study in the same place—the same chair, room, or table. When you take a break (and you should once an hour), get out of the chair and leave the room.

Library Services

You are taking a college course and the University library is located miles away from you, yet you can still have access to all the materials you will need to successfully complete your course requirements.

Use Your Local Library.
Within your community there are libraries of various general and special collections, a public library perhaps, or a college library. They have catalogs and indexes which will lead you to more articles and titles on your subject. All libraries participate in borrowing materials for use by their local patrons. Ask the local librarian how to use their books, how to fill out any necessary forms, and what they will need to fill your request.

Always be sure to identify your self as a student of CSU, Chico. When unsure of what library materials you need, use your references as found in the textbooks, lectures or handouts as prepared by the professor. If the items are not available locally, ask the librarian to borrow them from the University at Chico for your use. Be sure that you return all items promptly to the library which borrowed the materials for you. Check with the local library for their local rules.

Use Your Local Telecommunications.
All primary learning sites (and most other learning sites) have a telephone with a direct dialer. There are two numbers listed to help you meet your library needs. When you use this system be sure to identify yourself as an ITFS student, and the site you are calling from.

Extension Librarian: Call 895-6881 when you wish to talk to the librarian assigned to assist you in meeting your library needs.

Reference Librarian: Call 895-5833 when you need help in using a library, when you don't know what library tool next to use, or when you're not finding something locally.

Visit The University Library At Chico.
You are also invited to visit the campus at Chico. Again, be sure to identify yourself as an ITFS student from a particular site when talking with any staff member at the library. An important thing to remember is

that the rules and procedures of this Library will apply to your use of the collection at Chico. Valid student identification will be required to check out materials from the Library.

The first floor west of the Meriam Library includes **Circulation Services** and the **Reserve Book/ Non-print Media section.** Borrowers will come into contact with Circulation, for it is here that all activities involved in charging, discharging, and reshelving of resources take place. Materials placed on reserve by faculty are held at the Reserves Desk where they are checked out for limited periods of time. Here also is access to non-print media, e.g., records, cassettes, and kits. Adjacent are listening and viewing equipment, reading areas, and group study rooms.

First floor east houses several specialized departments. **Government Publications and Maps** provides access to U.S. Government, California State, and Rand Corporation publications and an extensive map collection including U.S. Geological Survey and U.S. Defense Mapping Agency maps. The **Curriculum Materials Department** provides textbooks, enrichment materials, children's books and non-print media useful in elementary and secondary education. The Regional Information and Records Project, also housed here, is gathering and organizing current data on Northeastern California.

The second floor, from the user's viewpoint, provides the major access to the Library/Instructional Media collections. The public catalogs, the reference services, inter-library loan, the current and bound periodical collections, and the microform collections are located here. The public catalog, divided into separate author, title, and subject sections provides an index to Library/Instructional Media resources. The **Reference Department** with its information and reference services assists students, faculty, and others in the use of the reference collections, the abstracts and indexing services, the public catalogs, and with the book and periodical collections in general. The **Interlibrary Loan Office** facilitates the borrowing and lending of research materials between this Library and other libraries. The **Current Periodicals and Microform Reading** section brings together, in one convenient location, all current periodicals and most microform resources along with a well equipped microform reading room. The bound periodicals collection is arranged in Library of Congress classification order in nearby open stacks. Collections of popular fiction and nonfiction, paperbacks, and current newspapers are arranged for browsing. Also of interest are collections of college catalogs, telephone directories, corporate annual reports, business and financial services, and law books.

The third floor houses the Uni-

versity's major book collection arranged on open shelves by the Library of Congress classification system. As on other floors, there is ample seating at tables, in carrels, and in groupings of lounge furniture. Group study rooms and typing rooms are available on this and other floors of the Library. A **Special Collections Room** includes University Archives, a Northeast California Collection, and a few rare books. A portion of the third floor is given over to Technical Processing, a behind the scenes activity, involving the ordering and processing of materials for the Library and the Instructional Media Center. The Order Department is responsible for the purchase of all types of print and non-print materials and supplies. The Serials Department acquires and processes periodicals and other serial type publications. The Catalog Department organizes the collections by classifying, cataloging, and preparing both print and non-print materials for use. The Department maintains the public catalogs so that materials can be easily located in the collections. The Administrative offices of the Meriam Library are also located on this floor.

Information regarding some of the many services available to all California State University, Chico students will be found in this section of the handbook. We have deliberately highlighted those services/programs which we think will be most utilized by ITFS students. Please keep in mind that all student services are available to **all** students.

Admissions And Records

The Admissions and Records Office is responsible for receiving applications, approving or denying undergraduate admission to the University, registration in classes, and keeping the official academic record of all students. The office contains three main units, listed below, along with selected functions a student may need during attendance at California State University, Chico.

Admissions And Evaluations (895-6321):
Processes undergraduate applications for admission;

Evaluates transfer credit from other schools for use at California State University, Chico;

Receives and evaluates applications for graduation; and

Determines residency status for fee purposes.

Admissions Outreach (895-6886):
Represents the University to schools and colleges in recruitment and application for admission;

Conducts campus tours for visitors; and

Responds to inquiries about possible attendance at California State University, Chico.

Student Records (895-5142): Conducts registration;

Processes all adds and drops;

Makes all changes to both the written student record and the computer student data file;

Issues transcripts and verifications of enrollment and completion of courses; and

Processes withdrawals from the University.

Any questions regarding admission, registration, student status, and student academic records should be directed to the office of Admissions and Records, 895-6321.

Advising And Orientation Purpose

The primary goal of the Office of Advising and Orientation is to help you develop and achieve your educational goals and effectively use the resources of the University. The Office seeks to help you enrich, understand, and even survive your academic experience. It's a place which you can contact to simply ask a question about University policies and procedures or about any educationally-related concern, whether or not you are currently enrolled. If we don't have the answer, we'll find someone who does.

We generally do not provide

academic advising for specific majors, minors, certificates, or teaching credentials, as this is the responsibility of faculty in the various departments. We do advise regarding general University graduation requirements, including general education, and will assist if you feel you are not getting the help you need from your department, or if you are trying to select a major or put together a double major, or major/minor combinations, or if things just aren't making sense.

The Office helps academic departments organize their advising programs and is also responsible for new student orientation, and many of the publications which are sent to new students to aid in their decision making.

What Does The Office Of Advising And Orientation Specifically Offer?

"Drop-in" advising about any academic concern. Hours are 8 a.m. to 5 p.m., Monday through Friday (summer hours 7:30 a.m. to 4:00 p.m.). An adviser is almost always on duty, or you may schedule an appointment.

General awareness of **educational opportunities** available to students at the University.

Advising and orientation assistance to **re-entry students** who have had significant breaks in their education before returning to school.

"General Program"—**undeclared** advising for students who haven't

selected majors.

Help in selecting and declaring a major, minor, double major, certificate or a credential program, along with planning for the effective use of electives and other experiences.

Advising for **General Studies** and the University requirements for graduation and assistance with the **interpretation** of **academic policies** and procedures.

Exit interviews with students withdrawing from school or transferring elsewhere.

Advising and assistance to **students on academic probation** or who are in danger of **disqualification** as well as to those who have been academically disqualified and wish to return to school.

An **Undergraduate Catalog and Reference Library** for use in exploring educational alternatives both at California State University, Chico and elsewhere.

Lists of advising resource people and programs and advising coordinators in the various academic, pre-professional, and credential programs and departments.

Coordination of New Student Orientation Programs which include sponsorship each summer of several one-day and overnight programs for new students, their parents, or spouses, and "drop-in" advising for any prospective new student needing assistance with Computer Assisted Registration, University requirements, and orientation to the campus.

What Special Services To ITFS Students Are Available?

Advising and Orientation staff will be happy to respond to your phone or written inquiries about academic requirements, policies, and procedures. If numbers and interest warrant, a staff member will arrange to visit an ITFS site in order to personally advise students. Appointments in Chico can be arranged simply by phoning or writing the office. Evening or weekend appointments in Chico can be arranged by special request with a week's notice.

Efforts will be made to occasionally arrange group advising sessions via the ITFS network if there is sufficient interest. The phone number of Advising and Orientation is 895-5712.

The Associated Students

The Associated Students of Chico is not your typical student organization. At Chico, students own and operate all campus businesses, provide many campus support services, and have an impact which pervades all aspects of campus life. All students are members of the A.S. because they pay an Activity Fee and Student Union Fee each semester.

Students own and operate the Bookstore, all the on-campus Food Services, the Bell Memorial Student Union, and the Outdoor Recreation

Center. Students govern the A.S. not-for-profit Corporation through an elected student Board of Directors and its supporting network of specialized sub-boards and committees. The A.S. is "Students Serving Students:" the business and other service programs operate only at the direction of students and to the benefit of students. Student boards make all the A.S. policy decisions and decide where all A.S. money goes and what services will be offered. The A.S. complements the educational purpose of the University by offering out-of-classroom learning experiences and by cultivating a varied and well-rounded student life.

Here are some of the first steps you can take toward making your views and needs known:

Vote in campus-wide spring elections and referendums. Applications for absentee ballots can be made available by calling the A.S. Government Office in the BMU at 895-5701.

Call the A.S. Information Center in the BMU at 895-INFO to find out about current events on campus. The Info Center is your first stop for help with any question pertaining to student life at Chico.

ITFS students can obtain their 4% Rebate on any Bookstore purchases you have made by mail:

Save your receipts for each semester (make sure you request a receipt when ordering your book(s).

Send in your receipts for that semester to the: A.S. Bookstore, 761, California State University, Chico, CA 95926.

Include your name and address on an envelope.

Receipts must be received during Rebate Week (always the week before finals).

You will receive a check through the mail for 4% of your purchases.

Counseling And Career Planning

Counseling and career planning consists of the four programs described below. The common goal of each office is to assist students in making the best possible use of their educational experience at California State University, Chico by overcoming obstacles to learning, identifying options, and developing specific survival skills. ITFS students are encouraged to call or write the Director of Counseling and Career Planning at 895-6345 to discuss assistance via mail or telephone.

Career Exploration Center

Purpose: The Career Exploration Center is a career planning resource for students at all class levels. Its aim is to assist students in exploring career opportunities that relate to their interests, values, and abilities.

Program: A career information library is available to aid students in discovering a wide variety of career opportunities that fit their interests, values, and abilities. A computer-

ized career information retrieval system is also available for student use.

Individual and group career counseling is offered by professional career counselors.

Workshops covering such areas as how to prepare for a career, job market trends, specific career fields, women and work, lifestyles, and how various majors relate to jobs are conducted each semester.

Career exploration classes are offered through the Student Development Curriculum.

Counseling Center

Purpose: The Counseling Center provides help to students in resolving personal problems and crises, make important life decisions, and in developing a variety of personal survival skills such as assertiveness, stress management, and decision making skills.

Program: An intake counselor is available every weekday from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. to see students immediately without an appointment. If further sessions are necessary, appointments are scheduled.

Individual personal counseling is provided covering a variety of areas: crisis counseling, marriage, couple, and family counseling, stress management, personal problem solving and decision making and vocational counseling. Counseling groups and workshops are also offered each semester and include such areas as: assertiveness training, women's issues, weight awareness, communication skills, male/female relationships, relaxation and imagination, socialization skills, career exploration.

In keeping with accepted professional practices, all counseling contacts are confidential. No information will be released without the student's advance written permission.

Student Learning Center

Purpose: The main goal of the Student Learning Center is to assist students in becoming more independent, self-confident, efficient learners so that they will be better prepared to meet the University's academic standards and attain their own educational goals.

Program: Students who use the Learning Center receive assistance in understanding subject content and in developing academic skills for present and future courses.

Study skills assistance is available in: time management, note taking and review, reading and study efficiency, concentration and memory, research paper construction, and exam taking.

Resources are provided for: vocabulary, English grammar, spelling, organizing for writing, and graduate school entrance preparation.

Workshops are offered periodically in a variety of study skills areas.

Tutorial assistance in such academic areas as biology, chemistry, accounting, and computer science is available.

The Student Learning Center is

located on the first floor of Meriam Library, and can be reached by calling 895-6839.

Test Office

Purpose: The Test Office provides information and test administrations for twenty different national, state, and local testing programs.

Program: Vocational interest and personality tests are administered and scored to assist counselors in helping students clarify their educational and vocational objectives.

The Test Office coordinates and administers a wide variety of national admissions tests. These are used to assess your preparation and potential for success in college, in graduate programs or in professional schools of law or medicine. For further information call 895-6218.

Disabled Student Services

The Disabled Student Services Program of California State University, Chico assures program access to disabled students. The Program offers specialized assistance and resources to enhance each disabled student's ability to function independently in the educational environment.

Any student with a disability, including both temporarily and permanently disabled students, which may affect their academic functioning are eligible for services. Some of the services provided for ITFS students are: Priority Registration and Registration Assistance, Interpreter/Reader/Notetaker Services, Short Term Adaptive Equipment Loan, Handicapped Parking, and general accessibilty information and advocacy. If you think the Disabled Student Service Program could be of assistance to you, please call us at 895-5959.

Instructionally Related Activities

Instructionally Related Activities encompasses programs which are extracurricular in nature, but virtually related to the instructional mission of the University. Among the individual areas included are: Men's and Women's Athletics, Music, Drama, Business Games, Model United Nations, Livestock Judging, Forensics, Student Arts, **Orion** newspaper, **Impulse** magazine, **Trail Impressions** magazine, KCHO radio, Computer Programming team, and Dance productions.

ITFS students are entitled to student rates to all Instructionally Related Activities, whether held on-campus, or in any location within the California State University, Chico service area.

For more information regarding schedules of performing groups or if you would like to be placed on the mailing list, call 895-5917.

Placement Office

The Placement Office functions to help students with concerns about immediate or future full-time employment. Placement services range from counseling a student about present and future labor market trends to supplying a graduating student with opportuni-

ties to interview for current job offerings.

Graduating students are eligible to participate in our extensive on-campus recruitment program which affords students the opportunity to interview with about 300 different hiring officials without leaving Chico. Those receiving a credential are provided an oppotunity to set up a permanent professional file and are also eligible to receive copies of a weekly vacancy bulletin published by our office.

Other services utilized by the student body include general career counseling, resume and interview workshops, and an extensive library which contains information concerning the were's and how's of looking for employment, company brochures, and general employment directories. Handouts which are available to students who are interested in specific careers include, "Northern California CPA Directory," "Preparing Your Resume," and "How to Interview."

For further information, please call the Placement Office at 895-5253.

Student Development Programs

The Office of Student Development Programs is responsible for assisting student programs, organizations, and activities, accomplish their goals of providing events, service, and involvement to the campus community. Much of what Student Development Programs does is closely associated with the physical campus; however, there are services and programs which can be utilized by, and may be of interest to, ITFS students.

The office maintains contacts and provides assistance to 170 student organizations, including over 50 honorary, departmental, and career-related clubs. These groups offer members many kinds of involvement in their academic areas. Speakers, newsletters, events, and workshops are part of their offerings. Two advisors from this office place their emphases on the needs of women and ethnic minorities through working with special interest groups and student organizations. Contact with all student groups can be made through contacting this office. Throughout the year, a variety of cultural, ethnic, and special interest programs are held on campus. A wide range of activities such as the Renaissance Festival, Pioneer Days, Black Arts Week, Native American Days, Chicano Cultural Festival, Women's Awareness Week, concerts, speakers, and films are all offered each year. Information about all events is available from the Associated Students Information Center (895-6414) or from the Office of Student Development Programs (895-5396).

Closely associated with Student Development Programs is the Coordinator for Student Judicial Affairs. If you have a complaint related to academic programs, University services, faculty, or staff,

you can seek resolution by contacting the Coordinator. Your rights and responsibilities are described in the **University Code** and monitored by the judicial process which insures a fair and impartial hearing. Every student has the right to utilize the services of the Coordinator for Student Judicial Affairs, Kendall Hall 110, 895-6131

Student Financial Aid

Financial aid from California State University, Chico is available if you are: 1) a citizen, national, or permanent resident of the United States or permanent resident of the Trust Territory of the Pacific Islands, 2) accepted for regular admission to the University, 3) in good standing on previous loans borrowed and not owe refunds on previous grants, 4) in need of assistance to secure a college education, and 5) enrolled at least half-time (6.0 units or more as an undergraduate student).

Student Status

In order for us to determine your financial eligibility, we must first determine whether you are dependent or independent. If you answer yes to any of the following questions, you are considered dependent.

Were you claimed as a dependent by your parents or step-parents on the last tax return or will you be in the future?

Did you live with your parents or step-parents for more than six weeks during the last tax year or will you in the future?

Did you receive more than $750 in support from your parents during the last tax year or will you in the future?

If you are considered as a dependent student by us, you must submit financial information from your parents/step-parents as well as yourself. Only your own financial information is required if you are considered independent.

Assistance Available

There are three types of financial aid: grants, loans, and Work-Study, and all are based on financial eligibility. Unless otherwise indicated, use the "Student Aid Application for California" to apply.

Grant Aid Available: Basic or Pell Grant—Eligibility is limited to undergraduates and is usually based on prior year income. The grants range from $150 to $800 a year. All undergraduates should apply.

Supplemental Grants—Eligibility at Chico is limited to those students whose family incomes are less than $15,000 and parental financial information is required unless both parents are deceased. These grants range from $200 to $1,000 per year and you must have prior approval to carry less than a full-time unit load.

Bureau of Indian Affairs Grant—You may be eligible if you are at least one-fourth American Indian. We can help you with your eligibility and application. Grants range from $200 to $5,000.

Cal Grant A—Are available to freshmen, sophomores, and

juniors to cover fees. A supplemental application is required.

Cal Grant B—Are limited to students with low family incomes who have not completed more than a semester of college work. Grants usually average $1,100 per year.

CSU, Chico Scholarships—Are based on GPA and need and range from $200 to $700 per year. A separate application is required.

Loans: National Direct Student Loan—Are loans available from $200 to $1,500 per year. The government pays the interest on these loans while the student borrower is registered at least half-time and for six months after the student leaves the University. The student then begins repayment at a minimum of $30 per month at 5% interest. You must have prior approval from us to carry less than a full-time unit load.

Guaranteed Student Loans—These loans range from $500 to $2,500 per year for undergraduates and up to $5,000 for graduates. Lending institutions provide the funds for this state-guaranteed loan program. Students begin repayment six months after ceasing to carry a half-time unit load at a minimum of $50 per month with 9% interest. A separate application is required.

Work Study: College Work-Study provides work opportunities for eligible students. It is somewhat difficult for ITFS students to participate in this program because of the distances involved as most employers are located in the Chico area. Permission is needed to carry fewer than full-time units.

Applying for Financial Aid

You should apply for most types of financial aid in January of the year before you will attend. The exception to this is the Guaranteed Student Loan, the application for which isn't available until March. You can obtain the Student Aid Application for California from all high school and colleges in the state. If you need assistance, please contact us at 895-6451. Please identify yourself as an ITFS student so we can make arrangements to mail your aid checks if you qualify.

Student Health Center

Students attending the University through the ITFS program are eligible for service at the Student Health Center. The Center provides out-patient clinical medical care to students enrolled in the University in accord with policies set by the Board of Trustees of the California State University. Basically the service includes the treatment of acute and sub-acute conditions, injuries, illnesses and a family planning program. The Student Health Center is open from 8 a.m. to 5 p.m., Monday through Friday.

The Triage (medical sorting) area within the Student Health Center functions as a walk-in clinic staffed by Nurse Practitioners and on-call staff physicians. It is designed primarily to accommodate students who desire immediate medical attention. Students requir-

ing diagnostic or consultative services beyond those offered in Triage can make appointments with staff physicians. Appointments may be made in person or by phone.

Laboratory and X-ray examinations complement the out-patient clinic service. The majority of tests ordered by Student Health Center Personnel are provided at the Student Health Center and the cost of these are the student's responsibility.

Medication may be obtained at the Student Health Center Pharmacy when prescribed by authorized Student Health Center Personnel. Outside prescriptions are filled, when presented in writing, subject to stock on hand. Also, a limited number of nonprescription and health care items are available. A nominal fee is charged to cover the cost of all items purchased at the pharmacy.

Students who have been enrolled in the Spring Semester and who have registered for the Fall Semester are eligible for service during the summer months. A nominal fee is charged for each visit during the summer.

Services **not** available include: physical examinations, in-patient hospitalization/infirmary care, dental care, and eye refractions (glasses).

The Student Health Center is interested in providing the best possible service to all students enrolled in the University. ITFS students with health or related administrative concerns are encouraged to consult with the Student Health Center Staff. The phone number is (916) 895-5241.

Veterans Affairs

The Office of Veterans Affairs is funded by both the Office of Education and California State University, Chico. The OVPA acts as a liaison between the Veterans Administration and veterans by providing certification services as well as assistance in resolving any payment problems that arise.

ITFS classes satisfy the requirements for:

G.I. bill—both Chapters 34 and 35

Veterans Educational Assistance Program (VEAP)

VA Vocational Rehabilitation—Chapter 31

The Office of Veterans Affairs will provide all the forms you need in order to apply for benefits. Though it is best to apply in person, all transactions can be handled through the mail and by phone. Please allow six weeks for the VA to process your claim.

If you need information about eligibility, or wish to be certified for benefits, please contact the Office of Veterans Affairs at 895-5911.

Below is a list of major offices and phone numbers. When phoning, please identify yourself as an ITFS student.

		(Area Code: 916)
Academic Advising	895-5712	(Advising and Orientation)
Address, Name, Changes	895-5142	(Records)
Admissions Evaluation	895-5956	(Evaluations)
Associated Students	895-6411	(General Manager)
Book Orders	895-6105	(Continuing Education)
Career Information	895-6345	(Counseling and Career Planning)
Counseling	895-6345	(Counseling and Career Planning)
Change of Program (add, drop, withdrawal from CSU, Chico, request registration materials, and general questions regarding ITFS registration)	895-5144	(Registrar)
Disabled Students	895-5959	(Disabled Student Services)
Fee Questions	895-6347	(Cashier's Office)
Financial Aid	895-6451	(Financial Aid Office)

Graduate Admissions	895-5391	(Graduate School)
Graduation Evaluation (undergraduates)	895-5956	(Evaluations)
Health Center	895-5241	(Student Health Center)
Individual Course Questions		Contact the individual faculty member directly
Instructionally Related Activities	895-5917	(Instructionally Related Activities)
Library Circulation Information	895-6881	(Extension Librarian)
Open University (REX)	895-6105	(Continuing Education)
Placement	895-5253	(Placement)
Reference Information	895-5833	(Library Reference)
Registrar (Student Records)	895-5142	(Records)
Residency Clerk	895-6321	(Admissions)
Technical Assistance (with radio, television, etc.)	895-6800	(ITFS Control Room)
Transcript Inquiries	895-5142	(Records)
Undergraduate Admissions	895-6321	(Admissions)
Veterans Information	895-5911	(Veterans Affairs)

If you are not sure who to call or need any other type of general assistance, please call 895-6105 (Continuing Education).